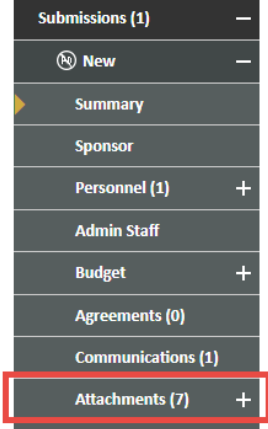
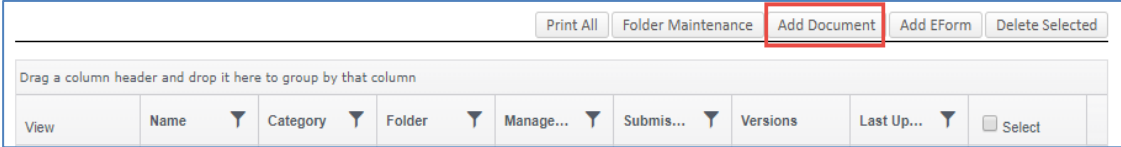
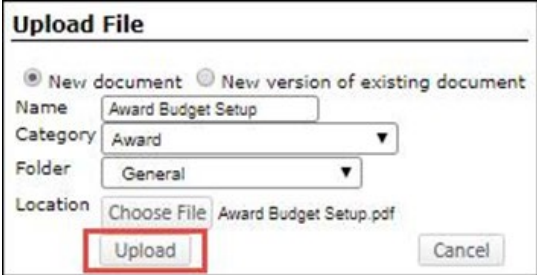


The purpose of this document is to assist administrators with the proper uploading of the **Award Budget Setup (“ABS”) Form** ([Form 1304 FR.04](#)) in the IRES Proposal Tracking (“PT”) module.

[Section 1: Uploading Award Budget Setup – First Year](#)

[Section 2: Uploading Award Budget Setup – After First Year](#)

## Section 1: Uploading Award Budget Setup – First Year

|   |  |
|---|--|
| 1 | <p>Open the applicable PT Record in EDIT mode, navigate to the <b>Attachments</b> folder, and click to open.</p>    |
| 2 | <p>Click the <b>Add Document</b> button.</p>   |
| 3 | <p>The <b>Upload File</b> screen will display.</p> <ol style="list-style-type: none"> <li>1. The <b>New document</b> option is automatically selected (default option if no document is uploaded).</li> <li>2. <b>Name:</b> Enter <b>Award Budget Setup</b>.</li> <li>3. <b>Category:</b> Select <b>Award</b> from the document category drop-down menu.</li> <li>4. <b>Folder:</b> Select <b>General</b>.</li> <li>5. <b>Location:</b> Click <b>Browse</b> to locate the appropriate Form 1304 FR.04 on your computer.</li> <li>6. Click <b>Upload</b>.</li> </ol>  |

- 4 Once Form 1304 FR.04 appears on the **Attachments** screen, it is then stored in that proposal's **General (Attachments)** folder.

| Name                         | Category                  | Folder  | Managed by         | Submission          | Versions | Last Updated           |
|------------------------------|---------------------------|---------|--------------------|---------------------|----------|------------------------|
| Award Budget Setup           | Award                     | General | Record             | Initial Application | 1        | 23-Apr-2020 4:20:45 PM |
| Brackett EFTC Scope & Budget | Proposal                  | General | Submission Package | Initial Application | 1        | 20-Apr-2020 3:10:47 PM |
| Brackett Einhorn NDA         | Award                     | General | Submission Package | Initial Application | 1        | 16-Apr-2020 4:53:53 PM |
| Draft Agreement              | Award-Unassigned Contract | General | Agreement          | Initial Application | 1        | 27-Apr-2020 1:37:31 PM |
| Einhorn IDC policy           | Compliance                | General | Submission Package | Initial Application | 1        | 16-Apr-2020 4:54:14 PM |
| FE agreement                 | Award                     | General | Agreement          | Initial Application | 1        | 27-Apr-2020 2:26:14 PM |

**NOTE:** The option to delete Form 1304 FR.04, view the latest version of the document, and view the version history is available to the user.

## Section 2: Uploading Award Budget Setup – After First Year

- 1 Open the applicable PT Record, navigate to the **Attachments** folder, and click to open.

|                    |   |
|--------------------|---|
| Submissions (1)    | — |
| New                | — |
| Summary            |   |
| Sponsor            |   |
| Personnel (1)      | + |
| Admin Staff        |   |
| Budget             | + |
| Agreements (0)     |   |
| Communications (1) |   |
| Attachments (7)    | + |

- 2 Click the **Add Document** button.

| View | Name | Category | Folder | Manage... | Submis... | Versions | Last Up... | Select |
|------|------|----------|--------|-----------|-----------|----------|------------|--------|
|------|------|----------|--------|-----------|-----------|----------|------------|--------|

3 The **Upload File** screen will display.

1. Select the **New version of existing document** option.
2. **Existing attachment:** Select **Award Budget Setup** from the drop-down menu.
3. **Location:** Click **Browse** to locate the appropriate Form 1304 FR.04 on your computer.
4. Click **Upload**.

**Upload File**

New document  **New version of existing document**

Existing attachment: Award Budget Setup ▼

Location: Choose File Award Budget Setup.pdf

**Upload** Cancel

4 When the upload is completed, the screen refreshes and the attachment information (Versions and Last Updated) is updated.

| Summary          |   | Drag a column header and drop it here to group by that column |            |         |                    |                     |          |                         |
|------------------|---|---|------------|---------|--------------------|---------------------|----------|-------------------------|
|                  |   | Name  | Category   | Folder  | Managed by         | Submission          | Versions | Last Updated            |
| Sponsor          |   | 60 Day Notification Letter                                    | Proposal   | General | Communication      | Initial Application | 1        | 01-Feb-2020 8:18:34 AM  |
| Personnel (8)    | + | Award Budget Setup  | Award      | General | Record             | Initial Application | 2        | 29-Apr-2020 9:11:48 AM  |
| Budget           | + | FINAL NCI budget.xlsx   | Proposal   | General | Submission Package | Initial Application | 1        | 04-Jul-2019 10:07:30 AM |
| Agreements (0)   |   | IACUC Congruency 2019-11396.pdf                               | Compliance | General | Record             | Initial Application | 1        | 03-Mar-2020 10:45:24 AM |
| Attachments (11) | - | IACUC Congruency 2019-  | Compliance | General | Record             | Initial Application | 1        | 10-Mar-2020 2:37:29 PM  |
| General (8)      | + |   |            |         |                    |                     |          |                         |

**NOTE:** The option to delete Form 1304 FR.04, view the latest version of the document, and view the version history is available to the user.

- End of Instructions -